



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-095

The U.S. Embassy in New Delhi is seeking an individual for the temporary position of Immigration Clerk for six months in the US Citizenship and Immigration Services Office of the Embassy.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Immigration Clerk, FSN-1435-05, CIS/DLA-002
(Personal Services Agreement for six months)

OPENING DATE: August 30, 2010

CLOSING DATE: September 13, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-9
Ordinarily Resident: Grade: FSN-5*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- The incumbent of this position provides basic information on forms and processing for applications/petitions to prospective and actual applicants/petitioners and their representatives as well as U.S. government officials, via phone, correspondence, email or in person.
- Provide customer service and screen applicants.
- Provide general information on a variety of applications and petitions to general public.
- Conduct scheduling, administrative tasks, file organization, mailing, ordering supplies and preparing transportation letters.
- Provide English translation of correspondence, reports and other written materials.
- Act as an interpreter if needed.

QUALIFICATIONS REQUIRED

1. College degree in Humanities/Commerce/Science or related field is required.
2. Minimum one year of clerical/office work.
3. Level IV (Fluency) in English. Level III (Good Working Knowledge) in Hindi. Level III (Good Working Knowledge) in "Spoken and understand" Punjabi.
4. Must have knowledge of office procedures, data entry and clerical duties.
5. The ability to use personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: NewDelhiVacancies@State.gov

Please insert "VA# 10-095 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **September 13, 2010**.

AN EQUAL OPPORTUNITY EMPLOYER